Instructions to Process a Tuition Discount Request by Employee

Complete and submit the [online tuition discount form](https://tuitiondiscount.uams.edu/) at least two weeks prior to registration.

Employees will need their UAMS domain login and password. All students will need their student ID and course information (course prefix, course number, course name, CRN#, credit hours, days/times of classes). This information can be found in the course schedule.

Go to the Tuition Discount Page [https://tuitiondiscount.uams.edu/](https://tuitiondiscount.uams.edu/).

This screen will display. Click Employee to Login. If Spouse or Dependent Click Spouse & Dependent of Employee.

Use your UAMS domain login ID and Password to login into the tuition discount system.
Name, SAP#, Title, Campus, Division, Email Address, and Phone Number will automatically be populated. If this information is incorrect please contact your supervisor or department HR Representative to update SAP. Complete the form in its entirety including the class schedule at the bottom (course prefix, course number, course name, CRN#, credit hours, days/times of classes). This information can be found in the course schedule. Then click SUBMIT at the bottom of the screen.

The form is then automatically emailed to your supervisor for approval. The employee receive an email with the status.